

# Biology Grades

## Assignment #5



1. Open the file Assignment #5
2. Save it as **Biology Grades** in your spreadsheet folder in your Z:\ drive.
3. Insert your footer with name, period and date.
4. In the worksheet, make the following changes:
5. Merge and Center A1:H1
6. Merge and Center A2:H2.
7. Column A contains the last names of students in the class.
  - a. Add a column between the columns A and B to hold the first names of students. (Right Click on Column B Header and choose insert)
  - b. Type First Name in B3 of the new column and underline it.
  - c. Enter the following names in the new column you created:

<u>Row</u>	<u>Enter</u>
4	Ashley
5	Kevin
6	Cindy
7	Raul
8	Haley
9	Cameron
8. Preview the worksheet. (Use the Print Preview button.)
9. Change the worksheet to landscape orientation by doing the following: In the Print Preview screen, click on Portrait Orientation and change it to Landscape Orientation.
10. Center the worksheet both vertically and horizontally. (In the Print Preview screen, click on the Page Setup link>Margins tab>Center on page: check Horizontally and Vertically.
11. Remove the header if there is one. In the Print Preview screen, click on the Page Setup link>Header/Footer tab>Header: (none).
12. Save and print the file.
13. Check the answer key!



# My Schedule

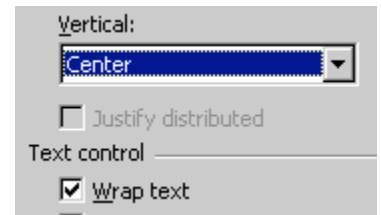
## Assignment #6



1. Open the file Blank Schedule.
2. Save it as **My Schedule** in your spreadsheet folder in your Z:\ drive.
3. Insert your footer.
4. Highlight B2. Use **Fill Across** to get the rest of the days of the week on row 2 (Sunday will be in cell H2).
5. Merge and Center cells A1:I1. Type “My Schedule” in the merged cell.
6. Change the width of column A to 5.
7. Change the width of columns B through H to 11.
8. Bold and Center B2:H2.
9. Put a thick bottom border under cells A2:H2.
10. Select the whole worksheet by clicking on the corner box on top of row 1 and to the left of column A.



11. Right Click and choose format cells>Alignment tab and click on the **Wrap Text** check box. Also, in the drop down box that says Vertical, choose **Center**. See picture to the right. Now everything you type in this worksheet will wrap inside the cells and will be centered vertically in those cells as well. Click OK.
12. Merge and Center cells B7 to B20. Type “School” in the merged cell. Do the same for columns C, D, E, and F by using Fill Across.
13. Fill the cells that say school with a light yellow color as a background.
14. Now comes your part. Using the example of the school entry above, enter the rest of your typical weekly schedule in this spreadsheet. You must include at least 5 more items in your schedule. Here are some suggestions:



- Meals
- Job
- Bedtime
- Favorite TV shows
- Exercise
- Relax time
- Write in Journal
- Ride bus home
- Snacks
- Church
- Homework time
- Sleep
- Wake up
- After and Before School Activities
- Reading Time
- Babysitting
- Visits to friends/relatives

15. Now, make your schedule look nice. Change colors, fonts, font sizes, and fills to make an attractive (and readable) layout . . . remember, we can only print in black and white.
16. When you are done putting in your schedule, spell check your worksheet (Review Tab).
17. Resave the worksheet.
18. Click on the Print Preview button. Center the worksheet horizontally and vertically on the page. (Page setup link>Margins tab)
19. In the page setup screen, click on the Sheet tab. Under print, check Gridlines.
20. Print the worksheet.

